

NORTH CAROLINA EDUCATION LOTTERY COMMISSION

Dr. Charles A. Sanders
Commission Chairman

Tom Shaheen
Executive Director

The following positions are available at the North Carolina Education Lottery. All candidates must complete a State Government Application (PD107) which can be accessed at www.osp.state.nc.us/jobs/gnrlinfo.htm#app. Completed applications may be mailed to:

Employment Opportunities
North Carolina Education Lottery
56886 Mail Service Center
Raleigh, NC 27699-6886

Or, e-mailed to: NCEL.Employment@ncmail.net

The North Carolina Education Lottery ("NCEL") is an at-will, Equal Opportunity Employer.

Internal Auditor (1 position – Corporate): The purpose of this position is to be responsible for providing various financial, compliance, operational and investigative audits in accordance with accepted professional standards in order to determine compliance with business policies and procedures and adherence to applicable laws and regulations. Provide independent appraisal of controls over financial integrity, compliance with laws and policies, and operational effectiveness; make recommendations to senior management to improve internal controls, serve as liaison to external auditors; supervise, manage and direct the activities of the staff assigned to the department to achieve desired objectives and, handle other related special projects as assigned. Bachelor's degree in Accounting, Finance or Business Administration required; current CPA/CIA certified; 7 + years professional accounting & auditing experience; thorough knowledge of auditing principles, practices and procedures; ability to formulate solutions and generate recommendations that improve accountability, performance, and efficiencies; strong written and verbal communication skills; solid project management skills; experience in documenting, evaluating, and improving business processes; experience with automated accounting systems and computerized auditing tools and programs, ability to maintain highest level of confidentiality; able to make effective presentations; intermediate to advanced use of Microsoft Office products (Word, Excel, Outlook) with an emphasis on the ability to prepare and analyze data using Excel spreadsheets; or, any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 3 (\$50,000 - \$90,000), depending on knowledge, experience, skills and, salary history.

Systems Developer (1 position – Corporate): The purpose of this position is to work with the IT Systems Team on development and support of business systems. This position will provide .NET application leadership in analysis, design, development, deployment and technical support for in-house developed applications. Bachelor's Degree in Computer Science required and 3 – 5 years relevant professional experience. Must have a working knowledge of Project Life Cycle and Systems Development Life Cycle, experience in object oriented design and development and Visual Studio .NET, knowledge of Transact-SQL and SQL Server stored procedure programming; web application skills in ASP, HTML, XML and other web services, Microsoft Windows Server platform (Windows 2003 Server, IIS, etc.). Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Accounts Receivable Clerk (1 position – Corporate): The purpose of this job is to maintain all accounts receivable records in an automated accounting system, prepare deposits, produce reports from the accounting system reflecting aging of invoices, revenues collected, etc.; using

Quick Books and NCAS, will receive and process receivables in a timely and efficient manner, interpret and apply policies from the State Budget Manual, NC State Cash Management Policy, adhere to internal directives and generally accepted accounting practices to assigned work, run reports and assist the Finance staff assigned and, must be able to work extended hours. Bachelor's Degree (Business, Accounting, or other related fields) or Associates Degree with a minimum of two years work experience. Preference will be given to candidates with NCAS experience. Non-exempt position - Job Band 6 (\$22,000 - \$42,000), depending on knowledge, experience, skills and, salary history.

Accounts Payable Clerk (1 position – Corporate): The purpose of this position is to receive, audit, prepare and complete all accounts payable in a timely and efficient manner. Will audit invoices and travel reimbursements according to policies and procedures set forth by the NCEL and Office of State Budget and Management, enter data into the North Carolina Accounting System (NCAS) for Corporate and 5 regional offices and, be responsible for resolving all inquiries. Work assignments will be completed by interpreting and applying policies from the State Budget Manual and internal directives; will run reports, as needed, by the Finance staff using Information Expert (IE) and Systemware (XPTR) and will provide assistance as requested. Bachelor's Degree (Business, Accounting, or other related fields) or Associates Degree with a minimum of two years work experience. Preference will be given to candidates with NCAS experience. Non-exempt position - Job Band 6 (\$22,000 - \$42,000), depending on knowledge, experience, skills and, salary history.

Network Technician (1 position – Corporate): The purpose of this role is to provide a single point of contact for end-users to receive support and maintenance within the NCEL's computing environment. Duties include, but are not limited to, installing, diagnosing, repairing, maintaining, and upgrading LAN/WAN hardware and software to ensure secure and optimal network performance. Incumbent will also troubleshoot problem areas (in person, by telephone, or via e-mail) in a timely and accurate fashion and provide end-user assistance where required. Associate's Degree in computer science; Cisco certification preferred; minimum two years network support experience. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Budget Coordinator (1 position – Corporate): The purpose of this position is to provide analysis of all media buys and billing received from the advertising agency to ensure adherence to buying parameters and billing guidelines, and to rectify any discrepancies in order to facilitate appropriate and timely payment by the NCEL. Requirements include two to three years of financial experience, preferably with an advertising agency, or any equivalent combination of education, training and experience which provide the requisite knowledge, skills, and abilities for this job, must have the ability to work extended hours, facilitate meetings, be computer literate (Microsoft Office Suite, Excel spreadsheet experience strongly preferred), detail oriented and well-organized, Job Band 5 (\$32,000 - \$52,000), depending on responsibilities, work experience, skills and, salary history.

Business Analyst (1 position – Corporate): The purpose of this position is to serve as a liaison between the IT Systems team and the business users. Incumbent will work directly with management and users to identify, assess, and document business requirements, assist in developing system requirements and producing design specifications for new technology applications or changes to existing applications, will analyze the impact of proposed solutions across the organization and develop use cases that explain/demonstrate business requirements/specifications to development team, will work directly with the development team to ensure they fully understand the specifications and ensure the testing results correspond to the business expectations. Must have 3+ years of business systems analysis experience using structured project methodologies, prior experience in web-based projects, able to understand business concepts and translate into detailed functional requirements, quickly grasp basic technical concepts, be proactive and able to work independently, Bachelors degree required (relevant business discipline), computer literate (Microsoft Office productivity suite, Visio and

PowerPoint a plus), excellent verbal and written communication skills. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Security Technician (1 position – Corporate): The purpose of this job is to provide technical expertise relating to Physical Security Access Control Systems, CCTV, badge identification systems and draw equipment. Responsibilities include, but are not limited to, maintaining draw equipment, installation and repair of security access system, CCTV systems and preventative maintenance of all drawing equipment. High School diploma (or GED equivalent), Associates degree in Electronics preferred; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Specific training in electronics, security systems installation, computer applications and mechanics preferred, along with a minimum three years of experience in any of these related areas. Must be able to lift and carry moderately heavy package (75 lbs.) materials and supplies, have working knowledge of Microsoft computer applications and, must possess a valid State of North Carolina driver's license and satisfactory motor vehicle record. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Data Specialist (1 position – Corporate): The purpose of this job is to protect and secure the data and information systems of the NCEL. Responsibilities include reviewing a variety of data reports, identifying potential computer abuse or waste, maintaining logs and assisting in testing instant games. High School Diploma (or GED) required, Bachelor's degree in Computer Information Services, Computer Science or other related field preferred, solid experience with Excel spreadsheets and Access databases also required, must have at least one year of data security experience or investigative experience with emphasis on white collar crime, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Administrative Assistant (Corporate positions): The purpose of this position is to provide administrative assistance to a specific incumbent or function; specific duties will depend on the assigned incumbent, department and/or function. Regular duties include creating/typing documents, reports and correspondence, receiving and/or placing telephone calls, maintaining records and files, scheduling appointments, filing, etc. Current vacancy reports to Deputy Executive Director of Lottery Operations and the Director of Human Resources. Job Band 5 (\$32,000 - \$52,000), depending on responsibilities, work experience, skills and, salary history.

Regional Manager (1 in the Greenville Regional Office): The purpose of this job is to direct and manage the day-to-day operations of the Greenville Regional Office for all of the North Carolina Education Lottery products, supervise sales representatives and office staff, and travel to the corporate office to attend meetings and field travel with the sales representatives. Incumbent will interact with various departments at the corporate office and with the retailers in his/her territory. A Bachelor's degree in Business Administration, Marketing or related field is preferred, with three to five or more years of sales and sales management experience as well as a minimum of three years of supervisory experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have and maintain a valid North Carolina Driver's License at all times as well as a satisfactory motor vehicle record, must have excellent communication skills (verbal and written), demonstrable leadership skills, team player, pc literate (Microsoft Office Suite); and, must be able to work evenings and weekends as requested by management. Job Band 3 (\$50,000 - \$90,000), depending on knowledge, work experience, skills and, salary history.

Sales Representatives (several positions available for the Greenville region): The purpose of this position is to maximize the sale of lottery tickets by established and prospective retailers. Responsibilities include recruiting retailers and follow-up; promoting and merchandising lottery products at retailer locations within a geographic area; ensuring all NCEL sales standards and requirements are consistently met at the retail level; establishing and maintaining excellent rapport

with retailers, motivating and educating retailers and players, assisting in the implementation of promotional activities, delivering and picking up instant tickets as directed by management. Requirements include maintaining a valid North Carolina Driver's License at all times and a satisfactory motor vehicle record; ability to work evenings and weekends. Bachelor's Degree in Business Administration, Marketing or related field preferred along with two plus years sales promotion and merchandising experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Job Band 5 (\$32,000 - \$52,000), depending on work experience, skills and, salary history.

Retailer Sales Specialist (1 position – Corporate Office). The purpose of this position is to perform telephone sales, to assist retailers in maintaining proper inventory levels, auditing work, preparing and maintaining records, and performing additional tasks as assigned by the Retailer Sales Manager. High School Diploma (or GED) required, Associate's Degree in Business Administration or Marketing preferred. One to two years of telephone sales, customer service and data entry experience, good organizational skills, solid verbal and written communication skills, experience in operating telecommunications equipment and strong Excel and Word experience. Job Band 5 (\$32,000 - \$52,000), depending on work experience, skills and, salary history.

Claims Representative (positions available in the Greensboro, Asheville and Greenville Regional Offices). The purpose of this job is to provide support in the area of prize payment to players and administrative support to the Claim Center Manager. Duties include, but are not limited to: typing and composing correspondence, compiling information, formulating spreadsheets, maintaining records and performing other tasks as assigned by the supervisor. High School Diploma (or GED) required, (Associate's Degree in Secretarial Science preferred) with three to five years of clerical or administrative experience. Non-exempt position - Job Band 6 (\$22,000 - \$42,000), depending on knowledge, experience, skills and, salary history.

Software Quality Assurance Analyst (1 position – Corporate Office). The purpose of this position is to develop, publish and implement test plans for proposed software enhancements to the NCEL's gaming system. Will write and maintain test phases with applicable scripts and results. Executes test procedures/cases for software modifications to ensure compliance with change specifications, generation of accurate transactions, works properly in conjunction with other functions and programs, correctness of functionality (as implemented), completeness and quality, reviews and provides feedback on the quality of test developed from the deliverables both for completeness and efficiency, participates in defining testing: methodology, plans, design, case and scripts. Bachelor's degree in Computer Science or relevant discipline preferred. Two to three years of quality assurance testing experience, or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this position. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.